

**THE SOUTH CAROLINA GENEALOGICAL SOCIETY, INC.**  
**BYLAWS**

The following Bylaws shall govern The South Carolina Genealogical Society, Inc. and its subsequent chapters, and membership in all matters of policy and procedures.

**Article I – ADHERENCE AND PARLIAMENTARY AUTHORITY**

As a recognized 501(c)3 organization being named The South Carolina Genealogical Society, Inc., approved and granted rights under the 501(c)3 IRS laws and shall operate in accordance with those laws and guidelines

**Article II – NAME AND AREA SERVED**

The name of the organization shall be The South Carolina Genealogical Society, Inc. (here in after referred to as SCGS). The area served is the State of South Carolina and its subsequent membership. The general membership is made up of individuals who are in good standing.

**Article III – NONPROFIT STATUS**

The SCGS was incorporated under Chapter 13, Title 12, Code of 1962, of the State of South Carolina thereto, on January 7, 1971.

**Article IV - PURPOSE**

The Purpose of the SCGS shall be as follows:

This Society is a non-profit, non-political and non-sectarian organization in compliance with the IRS section 501(c)3.

1. Provide an Annual Workshop and an Annual Meeting, a quarterly publication of genealogical data and promotion of the activities of the SCGS and its subsequent chapters.
2. Maintain an interactive website for members and general public information.
3. Promote and assist members and the community with research assistance and information about resources available for their personal research, as needed and within the organization's ability, through the SCGS and local chapters.

4. To encourage membership in the SCGS through the local chapters and members at large.
5. Provide Chapters with assistance to help them to be more effective and efficient when requested.
6. Marshal the resources of SCGS and its members to accomplish goals and objectives deemed to be in the best interest of the genealogical community.

#### **Article V – MEMBERSHIP AND DUES**

Membership in this Society shall be open to all those interested in genealogy and family history who have paid their appropriate dues.

**Section 5.01:** SCGS does not discriminate on any basis.

**Section 5.02:** Categories of Memberships: Individual or Family Membership in the SCGS shall be classified as one of the following:

- A. Individual.
- B. Family, limited to two individuals at the same address.
- C. Associate Member, an individual who is a member of another Local Chapter (hereafter referred to as Chapter) of the SCGS.
- D. Member-at-Large, is an individual or family, as classified above. This type of membership does not include any local chapter benefits and does not allow for Associate Memberships in Chapters. Chapter Memberships are only through the Chapter approved process and then it removes Member at Large status and reverts to a regular state membership.

**Section 5.03:** There are two methods of joining SCGS and payment of dues:

- A. Membership may be made by application through one of SCGS's local chapters, which entitles them to Membership in the SCGS.
- B. An individual or family may join as a member at large through application. Under this type membership, Associate Membership in Local Chapters is not available.
- C. Payment of Dues shall be made to the Treasurer of the SCGS or Local Chapter and will be paid accordingly for either

Individual, or Family, and in the case of joining through Local Chapters, may be an Associate Member, if joining more than one local chapter. When the person joins as an Associate Member, only one State Membership is included.

**Section 5.04:** The Amount of Annual State Dues for Membership shall be established by the Board of Directors. Each Chapter shall pay SCGS Dues on each of its paid-up members. New Member and renewal dues shall be payable to the SCGS Treasurer, the first day of January of each year.

**Section 5.05:** Chapters shall set their dues to include SCGS membership in addition to the dues of the Local Chapter.

**Section 5.06:** An individual member of the SCGS who joins more than one chapter shall be required to pay dues to the SCGS only once annually and those through the primary chapter.

**Section 5.07:** Members whose dues have not been paid to the Treasurer by March 1, shall have their names removed from the active membership file and all mailing lists. A member dropped for non-payment of dues may be reinstated in the SCGS by payment through the chapter or to the SCGS of the current annual dues.

**Section 5.08:** Members who join after September 1 shall be local chapter members only and not members of the SCGS until the following January 1, when all chapter members are liable for SCGS dues for the current year.

**Section 5.09:** SCGS membership entitles members to receive only those official periodicals of the SCGS published after receipt of members' dues by the SCGS Treasurer.

## **Article VI – BOARD OF DIRECTORS AND APPOINTED OFFICIALS**

**The purpose of the board of directors and appointed officials is to govern the SCGS.**

**Section 6.01:** The Board of Directors shall consist of the following individuals:

- A. The following elected officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Archivist-Historian.
- B. The Immediate Past President.

- C. A representative from each chapter called the Chapter Director.
- D. Newsletter Editor.
- E. All Appointed Committee Chairs.

**Section 6.02:** The incumbent President and the Recording Secretary of the Society shall serve as Chairman and Secretary of the Board of Directors.

**Section 6.03:** Officers shall be elected on a staggered basis, four per year, for two-year terms.

**Section 6.04:** Removal of Officers. Any Officer of the SCGS may be removed at any time for cause by an affirmative vote of three-fourths of the entire Board of Directors at any meeting, special meeting or virtual [any media meeting] called for that purpose. The Member may appeal a decision of removal per the procedures in the Parliamentary Authority as described in Robert's Rules of Order.

**Section 6.05:** The President shall appoint a Parliamentarian to serve a two-year term in an advisory capacity to the President and the Board of Directors on matters of procedure. They shall render an opinion on procedure when requested to do so and shall make aware of incorrect procedures when necessary.

**Section 6.06:** In the event of a vacancy in any office except the President, the Board of Directors shall appoint a successor to serve the remainder of the calendar year for which the appointment is made. And upon the reconvening of the Annual meeting the new officer shall be voted on to fill the remaining term in accordance with election requirements. In case of a vacant Chapter Director, the chapter shall appoint or elect a replacement, to serve according to their Chapter Bylaws.

**Section 6.07:** The SCGS Board of Directors shall meet Quarterly at times and location to be set by the President to conduct the operations of the organization. Meetings can be Virtual.

**Section 6.08:** Chapter privileges: Any Chapter member may visit as long as they observe only or are addressed and recognized by the President in the case of open Board Meetings. Visitors shall not have the right to vote at Quarterly Board meetings. All members have the right to vote during the organization's Annual Meeting.

**Section 6.09:** Special meetings may be called as necessary by the President or any three members of the Board, with request being made in writing to the Recording

Secretary or in the case of vacancy to the President. In the case of special called meetings of the Board, written notice shall be mailed or emailed to the Board members stating the specific business to be transacted and it must be received 14 days prior to the set date.

**Section 6.10:** In case of the need for an immediate decision, the President may take a ballot by mail or electronic written communication. Ballots must be received from three-fourths (3/4) of the Board members and three-fourths (3/4) of those replying must vote in the affirmative for the proposal to carry. Any email vote shall be read and the results included into the minutes at the following board meeting. At no time shall a decision on policy, procedure or finances be voted on through email. All votes involving policy, procedure or finances must be allowed the right for open discussion and held during a Board Meeting whether scheduled, called or Virtual/ Media.

**Section 6.11:** A majority of the members of the Board of Directors shall comprise a quorum.

**Section 6.12:** Appointed Officials:

- A. The President, shall have the authority to appoint officials as needed, including independent contractors.
- B. The term of office of appointed officials shall be for the same term as the President. The term of a contract will be defined therein.
- C. The Secretary shall present to the Board by 31 December an accounting of all contracts currently in effect.

## **Article VII - COMMITTEES**

Standing committees are permanent committees charged with performing necessary functions of SCGS.

**Section 7.01:** The following Standing Committees and their Chairman shall be appointed by the President: Projects Committee, Publications Committee, Finance Committee, Website Committee, Audit Committee and Social Media Committee.

**Section 7.02:** The President shall appoint Ad hoc committees and their chairmen as needed, and the Board of Directors may authorize other Standing Committees, if needed.

- Ad hoc Committees of SCGS are those committees appointed by the

President for a special purpose, which shall be defined by the Board. When the purpose of the special committee is accomplished, it shall cease to exist.

**Section 7.03:** Committee Chairs, except for the Nominating Committee, shall be named by the President and serve for the same period as the appointing officer; or, in case of an Ad hoc committee, until the committee is dissolved. Committee Chairs have the authority to choose their committee members.

**Section 7.04:** Nominating Committee

- A. The Nominating Committee shall be composed of one member from each chapter, elected by the respective chapters, to serve for one calendar year. The member so elected, if unable to attend a meeting of the committee, may give notice to the chairman of the name of an alternate member of the chapter who will represent the chapter at the meeting. Any alternate so designated may vote at the committee meeting but may not serve as the committee's chairman. A member of the committee shall be elected to serve as chairman at the first meeting of the committee each year. The meeting at which the election is held shall be convened and chaired by the member representing the chapter of the chairman elected the previous year.
- B. At least thirty (30) days prior to the Annual Meeting, the committee shall notify the general membership of its proposed slate of officers with one nominee for each office to be filled for that term. The general membership shall have the privilege of submitting additional nominees for consideration by filing a written nomination, endorsed by five members in good standing, with the consent of the nominee to serve if elected, and filed with the Recording Secretary at least ten (10) days prior to the election.

**Section 7.05:** The Audit Committee shall consist of three members in good standing, not to include the SCGS Treasurer, who annually, at the conclusion of the Fiscal Year, examine the books and records of the SCGS Treasurer and Workshop Financial person, and report its findings to the Board of Directors at the first meeting of the calendar year. And shall perform an annual audit of the Treasurer's books and an inventory of all SCGS property and shall present a written report of its finding to the Board within sixty days after the close of the fiscal year. The committee shall also audit the Treasurer's books upon a change of

Treasurer during the fiscal year and present its written report within sixty days after the change of Treasurer.

**Section 7.06:** The Projects Committee shall be responsible for all projects of a statewide nature undertaken by the SCGS or the Board of Directors, and it shall coordinate the work of the chapters in carrying out said projects.

**Section 7.07:** The Website Committee and the Social Media Committee shall be responsible for enhancing the image and reputation and increasing the visibility of SCGS by stimulating awareness of SCGS and interest in SCGS in the genealogical community as well as the general public through collaboration.

- A. Website and Social Media Committees are under the supervision and regulation of the SCGS and each shall have a back-up person capable of maintaining the sites and pages in the event of the loss of leadership.
- B. The Social Media Committee shall be responsible for the upkeep and maintenance of its social media outlets and shall monitor its outlets to keep them positive and informational so as to support the goals and objectives of the SCGS.
- C. The Website Committee: shall be responsible for the upkeep and maintenance of the SCGS Website.

**Section 7.08:** The Finance Committee, of which the Treasurer shall be a non-voting ex-officio member, will consider matters of financing, serve in an advisory capacity to the Board of Directors, assure that the financial affairs of the SCGS are properly carried out and serve as an advisor to the Treasurer.

**Section 7.09:** The Workshop Committee shall:

- A. Annually plan and carry out a SCGS Workshop to be held at a place and at a time- generally the 2<sup>nd</sup> week of July -approved by the Board of Directors.
- B. Treasurer shall receive all monies, disburse all monies, and pay all bills pertaining to the Workshop, with direct oversight of the Treasurer. Budget for Workshop is to be allotted according to the annual budget, to be approved at the Annual Meeting.
- C. Send excess monies to the State Treasurer along with a report of receipts and disbursements. A duplicate copy of said report will be sent to the State President.

**Section 7.10:** The Publications Committee: shall be responsible for general policy on publications of the SCGS and for recommending to the Board of Directors for its action all matters concerning publications of every kind of the SCGS. This Committee shall also recommend to the Board a person to be named as 1. Editor(s) and 2. A Business Manager for the SCGS publications.

- A. The Carolina Herald and Newsletter is the official publication of the SCGS with its Editor named by the Board of Directors upon recommendation of the Publications Committee.
- B. Subscription to the Carolina Herald and Newsletter for non-member institutions will be an amount equal to the SCGS dues set by the Board of Directors.
- C. The Editor of any SCGS publication shall submit an annual financial accounting to the Treasurer of the SCGS by January 15 of each year.

**Section 7.11:** The President or their delegate shall be the Spokesperson for the SCGS on all matters involving the media to maintain a professional standard. No individual shall speak on behalf of the SCGS without permission of the Board/President in legal matters.

**Section 7.12:** No individual may use the name or logo of the SCGS for private gain without written permission of the Board of Directors. Likewise, no member may speak for the SCGS without prior approval of the President or the Board of Directors.

## **Article VIII – MEETINGS**

**Section 8.01:** The general program for the Annual Meeting shall be submitted to the President of the SCGS by the Host Chapter or the ad hoc arrangement committee prior to finalization for President's approval. The Host Chapter or the Ad hoc arrangement committee shall receive all monies, disburse all monies and pay all bills pertaining to the Annual Meeting.

**Section 8.02:** Notice of the Annual Meeting shall be published in The Carolina Herald and Newsletter at least thirty (30) days prior to the meeting and shall include an agenda of business to be transacted, including any proposed amendments to the Constitution, officers and/or By-Laws, and the slate of officers as prepared by Nominating Committee.



**Section 8.03:** Special Meetings of the SCGS may be called by the Board of Directors or upon special written request to the Board of at least three (3) of the chapters. Notice of a special meeting must reach the membership at least fifteen (15) days prior to the date for which it is called.

**Section 8.04:** All SCGS members who are in good standing shall have the right to vote. Those members in good standing in attendance shall constitute a quorum and a majority of those voting shall decide the question.

## **ARTICLE IX – BUDGET AND FINANCE**

**Section 9.01:** The Fiscal year shall run from January 1 through December 31.

**Section 9.02:** The Annual Budget shall be presented and approved within the first 30 days of the new fiscal year.

**Section 9.03:** The Audit Committee shall audit the books of the Treasurer and subsequent committees who handle money, if not under direct Treasurer oversight, at the end of the fiscal year.

**Section 9.04:** The Treasurer shall be bonded in the amount to be set by the Board of Directors, and the premium therefore shall be paid from the SCGS treasury.

**Section 9.05:** Any expenses within the By-Laws, or approved by the Board of Directors, i.e. Carolina Herald and Newsletter, P.O. Box, Bulk mail permit and postage, shall be paid by the State Treasurer. All bills, after approval by the proper chairman or official person, shall be sent directly to the State Treasurer to be paid. On year's when necessary this also includes the Annual Meeting Ad hoc Chairman.

**Section 9.06:** A complete Treasurer's report will be submitted at all regular meetings and the Annual Meeting, including all committees whether Standing or Ad hoc, where applicable.

## **ARTICLE X - SC GENALOGICAL SOCIETY MEMORIAL FUND**

The South Carolina Genealogical Society Memorial Fund is a duly constituted

entity of the SCGS and is governed by the provisions of the SCGS as established.

## **ARTICLE XI - CHAPTERS**

**Section 11.01:** The SCGS shall carry out its purpose through its constituent chapters chartered by the SCGS, and in its capacity as a coordinating agency, may make certain demands of the chapters as outlined in other sections of this Article.

**Section 11.02:** A chapter charter will be granted to an organized genealogical group whose purpose are consistent with those of this SCGS and whose application for a charter has been approved by three-fourths (3/4) of the members of the Board of Directors.

**Section 11.03:** A charter fee of \$15.00 shall be paid to the SCGS Treasurer at the time of application as a member chapter.

**Section 11.04:** The SCGS President, or an officer designated by him, shall install the new chapter by presenting the charter at a meeting of the new chapter.

**Section 11.05:** A chapter to remain in good standing shall:

- A. Delegate one of its members in good standing to serve as a Director on the SCGS Board of Directors. Said Director to serve as a liaison between the chapter and the Board, attending all meetings of the Board and reporting Board actions back to the chapter at its next meeting. If unable to attend a Board meeting, the Chapter Director may give notice to the President of the name of an alternate member of the chapter who will represent the chapter at the meeting.
- B. Elect chapter officers to correspond to those of the SCGS, although some offices may be combined at the chapter level.
- C. Chapters will hold regular meetings.
- D. Cooperate with the SCGS in carrying out projects undertaken by the SCGS.
- E. Be encouraged to submit one article annually of a topic suitable for inclusion in the Carolina Herald, the SCGS Quarterly.
- F. Through its Chapter Director, inform the Projects Committee or appropriate SCGS officer of all major projects in order to reduce the likelihood of duplication of efforts by the respective chapter, The Herald and Newsletter.

G. Submit membership lists and dues promptly at the end of each month.

H. Submit annually, not later than January 31<sup>st</sup>, a detailed financial report to the SCGS Treasurer for inclusion in the IRS report.

**Section 11.06:** Each chapter may adopt its own By-Laws providing they are not in conflict with those of the SCGS. If chapter By-Laws are adopted, a copy must be filed with the Recording Secretary of the SCGS. and a copy sent to the Archivist-Historian and Bylaws Chair. Any amendments to the Chapter By-Laws shall be sent to those SCGS officers also.

**Section 11.07:** When a new member is reported, Chapter Treasurers must send to the State Treasurer, for each individual and family member (not associate member) applicable dues. When reporting a renewal, Chapter Treasurers must send to the State Treasurer, the name of the member, membership number as issued by the State Treasurer, changes in address and other data as requested by the State Treasurer and/or prescribed by these Bylaws.

**Section 11.08:** Chapters may have use of the SCGS Federal Employee (Tax) Identification number as a non-profit 501(c)3 organization.

- A. Any funds under \$2,000, to be received by a chapter which requires the SCGS's Federal Employee (Tax) Identification Number, will require notification to the SCGS Finance Committee.
- B. Any funds over \$2000, to be received by a chapter which require the SCGS's Federal Employee (Tax) Identification Number, will require prior approval from the SCGS Board of Directors.
- C. Any Chapter found to not be in compliance with SCGS Constitution, Bylaws and Membership fee requirements must be contacted in writing and given 45 days to fall into compliance. If said chapter requests help, the SCGS will assist in helping them come into compliance and will follow up until the said Chapter is back in compliance and all fees are up to date for their memberships in the SCGS.

## **ARTICLE XII - AMENDMENTS OF BYLAWS**

**Section 12.01:** Proposal of Amendments:

- A. Proposed amendments to these Bylaws must be submitted in writing to the Recording Secretary.

B. Amendments may be proposed by:

1. An Ad hoc Bylaws Committee.
2. Any ten delegates at the annual meeting.
3. A majority of the Board.

**Section 12.02:** Proposed amendments, as approved by the Board of Directors, shall be published in The Carolina Herald and Newsletter for review by the membership at least thirty days prior to the date of the Annual Meeting at which such amendments are to be considered.

**Section 12.03:** Ratification: These Bylaws may be amended by majority vote of those members voting at an Annual Meeting of the Society. Unless there is an enacting clause to the contrary, an amendment shall become effective immediately upon its adoption.

### **ARTICLE XIII - NOMINATIONS AND ELECTIONS**

**Section 13.01:** Nominations and Elections:

- A. The Nominating Committee shall propose at least one candidate for each position to be filled in the annual election. Candidates must be a Member in good standing.
- B. At least thirty (30) days prior to the Annual Meeting, the committee shall notify the general membership of its proposed slate of officers with one nominee for each office to be filled for that term.
- C. The general membership shall have the privilege of submitting additional nominees for consideration by filing a written nomination, endorsed by five members in good standing, with the consent of the nominee to serve if elected, and filed with the Recording Secretary at least ten (10) days prior to the election.
- D. Newly elected persons take office on 1 January of each year.
- E. Election results shall be published in SCGS publications. The Secretary shall notify each candidate of the election results.

### **ARTICLE XIV – DISSOLUTION**

Upon the dissolution of the SCGS, the Board shall, after paying or making provisions for payment of all the liabilities of SCGS, dispose of all assets of SCGS exclusively for purposes of SCGS to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 as amended (or corresponding provisions of any future United States Internal Revenue Law) as the Board shall determine. Any such assets not so disposed of shall be disposed of by the general trial court of the county in which the principal office of SCGS is then located exclusively for such purposes or to organizations determined by the court to be organized and operated exclusively for such purposes.

Approved by Bylaws Committee: 04/01/2017

Approved by Board of Directors: 04/08/2017

Approved by Membership: 10/28/2017

Approved by Bylaws Committee: 02/05/2020

Approved by Board of Director: 08/22/2020

Approved by Membership: \_\_\_\_\_

The SCGS Bylaws Committee:

Shelby Hart Lollis – Chair: \_\_\_\_\_

Brenda Meyer: \_\_\_\_\_

Sue Eleazer: \_\_\_\_\_

Mike Becknell: \_\_\_\_\_

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